



SMT. KAMALADEVI GAURIDUTT MITTAL COLLEGE OF ARTS & COMMERCE

NAHAR NAGAR, NEAR LIBERTY GARDEN, MALAD (WEST), MUMBAI-64

POLICY DOCUMENT FOR AWARD OF SCHOLARSHIPS AND FREESHIPS

Policy and Guidelines for Scholarships and Free ships


1. The college shall provide the necessary information for scholarships in the beginning of the academic year.
2. The College shall notify the list of Government/Non-Government Scholarships. All the notifications / circulars / brochures / other publicity material received by the College will be conspicuously displayed.
3. The College office shall address to the queries and guide the students.
4. The duties of verification, e-verification, attestation, e-attestation are done as per the procedure.
5. The College office shall process all applications on time.
6. The College office shall, assist the students and establish liaison with the Government Departments and other agencies as required under the procedure.
7. Information is also displayed on noticeboards for students and notice board meant for Scholarship Information.
8. College Library also shall display the information in regards to Scholarships and Free ships.
9. The information of Scholarship \ Institutional Endowments \ Scholarship portals \ NGO Scholarships is also provided.




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10. It shall be the duty of the students to register and apply for the available scholarship as per eligibility criterion.
11. Institutional endowments shall be disbursed to the students according to the Institutional Endowments Guidelines of the college in accordance with the merit-means criteria.
12. A student holding any other scholarship from any other source shall not be eligible to apply for the Institutional endowments Scholarship unless the same is surrendered.
13. On the commencement of each academic year, the Management shall invite applications for the award of **Smt Kamladevi Gauridutt Mittal – KGM Scholarships** from students of all years except those of first year.
14. Students who are eligible for the same shall be required to apply in a prescribed format available with this document and from the administrative section. They would be required to submit completed applications, along with supporting documents prescribed in Annexure I through verification of application form, as applicable, before the last date specified in the notice of the KGM scholarship.
15. Income affidavit for the year preceding *the year of application* of the KGM Scholarship, shall be submitted by the parent/guardian of the applicant along with completed application before the commencement of the second semester of the programme.
16. Applications for the KGM Scholarship from first year students shall be sought at the commencement of the second semester of the academic year.
17. In case, (a) the circumstances of means for a student have changed for reasons such as the death/ retirement of the earning parent(s) or any other unforeseen reasons and (b) unutilized KGM scholarships are still available, the Management, may, at their discretion, also accept an application from a student at any time during the academic year. If awarded, in all such cases, the KGM Scholarship shall become tenable from the month in which the circumstance pertaining to means have changed.




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Award of KGM Scholarship Norm in SGPA and its Duration

- Except for first year students, (i) a minimum SGPA for general category students and (ii) a minimum SGPA for SC/ST category students, at the end of the preceding academic year shall be the essential requirement for the award of KGM Scholarship.
- Each renewal of the award of the KGM Scholarship shall require fulfillment of the criteria of merits and means.
- Fulfillment of merit as well as means criteria does not automatically ensure the award of KGM Scholarship to a given student. In case of more applications being submitted than the available number of scholarships, the award of KGM Scholarships shall depend on the abilities of parents under current social conditions. Thus, depending on the quality and quantity of applications received, the minimum SGPA requirement, as the index of merit, may be raised by the Management for the set of applications coming from similar social conditions.
- Award of the KGM Scholarships shall be for a period of one year. However, the same may be renewed by the Management on the submission of a fresh application in the subsequent year.
- The total duration of KGM scholarship to a given student shall not exceed One Semester in an academic year.
- Students who are on leave for an entire semester shall not be eligible for receiving the KGM Scholarship, if awarded, during that semester.




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GOALS OF AWARDING SCHOLARSHIPS, PRIZES AND MEDALS TO STUDENTS

✚ In order to financially assist meritorious students coming from weaker economic background, girl students and Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Caste (OBC) students, the Institute may award:

- Scholarships
- Tuition Waivers (Free ships)
- Book and other Grants
- Any other facilities as per government policies and guidelines applicable at the time of the award

✚ In order to promote an outstanding or excellent academic performance, excellence in a given course of the program, excellence in research, social service, games and sports, cultural activities, participation and constructive leadership in gymkhana, involving all-round overall performance, the Institute may award various scholarships, prizes, medals and awards either from its own funds or from funds obtained from other governmental or non-governmental sources.

✚ In order to promote students progression in academics at the postgraduate level, the Institute may assist students either from its own funds or from funds obtained from other governmental or non-governmental sources.




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INDICES FOR MERIT, MEANS, OUTSTANDING ACADEMIC PERFORMANCE AND ALL-ROUND PERFORMANCE

Merit

The academic performance of a student in terms of his/her Semester Grade Points Average (SGPA) shall be considered for evaluating the merit of a student for the consideration of an award of scholarship/prize/medal to him/her.

Means

Means of a student shall be evaluated in terms of the maximum income limit of his/her parents as decided by Management from time to time for the purpose of award of a scholarship under the Scholarship Scheme of the institution.

In the case of salaried individuals, full emoluments including all allowances, honorarium, bonus, special pay, etc. (exclusive of HRA, if any) received in a year shall be taken into account for computing the annual income. No relief for long term savings, contribution to a provident fund, payment of life insurance premium, etc. shall be admissible.

- While computing the total annual income, the income of both parents from all sources as well as any income in the scholar's name, shall be taken into consideration for evaluating the means of a student.
- In the case of death/insanity/other disability of the parents, the income of the guardian shall be considered for the purpose, subject to production of documentary proof of death/insanity/other disability of the parents as well as a guardianship certificate from the Municipal Corporation/Committee or the Revenue Officer.




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Outstanding Academic Performance in Research and All –Round Performance

🚩 Academic Performance in Research

Outstanding academic performance in the field of research shall be evaluated the research/developmental project done, research papers published, paper presented in national or international conferences and combinations thereof.

🚩 All-Round Performance

All-round performance may be considered as the sum total of the performance of a student in academics, research, social service, games and sports, cultural activities, participation in students' counseling, participation and constructive leadership of gymkhana.

A special committee shall be constituted for evaluating candidates for each award of this nature with the Principal, Chairman of the concerned Committees and its members.



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Tuition Waiver – Free ship

- ✚ All undergraduate KGM Scholarship holders shall be entitled to a tuition Fee waiver only.
- ✚ All undergraduate SC/ST students are awarded the Tuition Fee Waiver. They may, however, be required to pay all other fees such as gymkhana fees, etc. as per rules.
- ✚ An additional 10 % of students of each batch of the undergraduate program, beyond those awarded the KGM Scholarships, may be awarded only Tuition Fee Waiver. The following category of students may be considered eligible for such additional Tuition Fee Waivers:
 - Under very special conditions, the KGM may consider suitable for the grant of a Tuition Fee Waiver.
 - Except SC/ST students no postgraduate students are entitled for full Tuition Fee Waiver. The Institute may however, at its discretion waive part of the tuition fee for its regular students in different undergraduate and postgraduate program.

Book Bank Scheme

Book Bank facility is provided to the Students of the Institute at all levels (F.Y. S.Y. & T.Y B.Com.) by the Institute administration. However, this will be governed by the guidelines as decided by the institute administration from time to time.

Total Sponsorship annually is approximately Rs 50.000\-



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Appendix 1

Institutional Endowments Guidelines

1. Institutional endowments shall be disbursed to the students according to the endowments guidelines of the college in accordance with the merit\means criteria.
2. Student should have good academic track record to avail academic endowment scholarship\prizes.
3. Student should not have any backlog in any subjects to avail this facility.
4. The Institutional Financial support will depend on the availability of the sponsored funds.
5. Eligibility to avail scholarship under Institutional Endowment shall be merit-means based.
6. Scholarships for the needy students shall reach the right beneficiary.
7. The college may also provide additional financial support \ fees concessions to student achievers based on the decision of the Top Management \ Trust.
8. The college is committed to keep students informed about the institutional endowments and provide necessary assistance to the eligible students.
9. Any request by student for attestation, bonafide certificate, and fee statement shall be addressed immediately.
10. For online scholarships the students are required to apply online only. Student will be provided with all the necessary guidance and they will have to apply on their own
11. Renewal applications alerts shall be displayed in the notice board.



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Appendix II

Format of the Application Form

Smt Kamaladevi Gauridutt Mittal (KGM) Scholarship Form (Format)

Applicable for students from Semester II, III, IV, V and VI

1. Name _____
Last First Middle

2. Permanent mailing address: _____

Country State City

PIN E-mailaddress

Phone: _____

Date of Birth: _____
Day Month Year

3. Date of Application: _____
Day Month Year

4. Qualifications: _____

5. Year of passing High Secondary Examination: _____

6. _____

High School Name



Principal
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